

Chief, Management Staff

24 February 1959

Chief, Records Management Staff

Report for Week Ending 18 February 1959

1. Contributions

a. Tangible

- (1) Completed the Records Control Schedule Audit in the Medical Staff with the following results:
 - (a) Established six series of files for the current year; retired 25 cu. ft. of records to the Center and destroyed seven cu. ft. in the offices. Revised the Mail logging System to eliminate log sheets and to provide for the use of the new Courier Receipt and Log Form; released 1 - 4 drawer Safe and 2 Kardon Safes.
- (2) The Records Center received 304 cu. ft. of inactive records from 10 Agency offices; the largest volume (185 cu. ft.) was from MD/P. Seventy cu. ft. of records destroyed, leaving a balance of 1403 awaiting destruction.
- (3) Completed six new and nine revised forms. Eliminated 12 forms.

b. Intangible

- (1) Among the improvements included in the newly revised Printing Services Requisition, Form 70, was a provision for the use of window envelopes to return material to offices. This feature will eliminate the addressing of approximately 20,000 envelopes per year.
- (2) In collaboration with the Supply Division, developed a new form which will eliminate a card file in the Receiving Unit of the Supply Division, two "bootleg" forms and the preparation of memoranda required by present procedure.

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6/17/98

2. Assignments - Active

a. Forms

- (1) Ten new and 23 revised forms in process.
- ✓(2) Printing Services Division Survey.
- ✓(3) Revision of Travel Order.
- ✓(4) Teletype Dissemination Information Reports and Systems.
- ✓(5) Revision of Dispatch Form.
- ✓(6) Improved Management of Stocked Forms.
- ✓(7) Uniform Information Report.
- ✓(8) Evaluation of Information Reports.

b. Shelf Filing

- ✓(1) Office of Personnel.
- ✓(2) Acquisition Branch Library/OCR.
- 25X1 ✓(3) [] Contact Division. / Supply Division advised they do not have funds to purchase equipment. Effort will now be made with Office of Comptroller for purchase money.

c. Filing Systems

- ✓(1) Office of Personnel Subject-Numeric Files.
- ✓(2) OO/FID Translation Index.
- ✓(3) Contract Personnel Division/JP Card Index.
- ✓(4) Special Assistant/DD/B, Subject-Numeric.

d. Audit and Revision of Records Control Schedules

- (1) Medical Staff. See 1.a(1).
- (2) OCR.

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g. Special Projects

- (1) Development of Training Program for Records Officers, DD/P. Reviewed Workshop on Records Disposition with Mr. Angel, GSA and a representative of OTR. Continued discussions with [redacted]

25X1

- ✓(2) Revision and Reorder of Overnight Storage Boxes.

f. Vital Materials

- (1) Revision of schedule for FBID.
- (2) Comptroller schedule being revised to provide for destruction of certain Payroll and Roster Cards.
- (3) Discussed with OCI responsibility for depositing finished intelligence with special classification.

4. None

None

[redacted]

25X1

Distribution:

Orig - Addressee

25X1

1 - [redacted]
1 - [redacted]
1 - [redacted]
1 - [redacted]
1 - [redacted]
1 - [redacted]
1 - RMS (REPORTS-1 Jan - June 1959)

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Mgt/S/RMS/[redacted] (24 Feb 1959)

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